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From: Silas Rivera <dongyu428@emag.pl>
Sent: Tuesday, February 19, 2013 11:49 AM
To: Farak, Sonja (DPH)
Subject: Fresh job.

POSITION: Customer Assistant

COMPANY INFORMATION:

ARK Bureau is proud to have hundreds of visitors throughout the United Kingdom of Great Britain and Northern Ireland, Poland, France and Germany since 1998.

The enterprise was registered by Lorinda Rogers, a wonderful architect of Canadian origin. From the very first steps, ARK Bureau.s concept for design and construction used wholistic approach, taking into consideration both building and landscape design. That outlook was the sign of the highest quality for our customers. That.s exactly why ARK Bureau delight in a strong loyalty from the past visitors.

At the moment we have a vacancy in the U.S.: Customer Assistant

REQUIRED SKILLS AND DUTIES:

- Process payments from visitors;
- Filing invoices, statements and associated documents;
- Meet and exceed performance and time management goals;
- Other duties in the office.

GENERAL SKILLS:

- Ability to find way to different visitors;
- Stable problem solving and planning skills;
- Advanced computer & Internet user.

APPLY:

To apply please send your Resume: managerark@ymail.com